



**BOARD OF PARDONS AND PAROLES  
JOB OPPORTUNITY  
PAROLE AND COMMUNITY SERVICES MANAGER**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Board of Pardons and Paroles and Department of Correction Employees Only

**Location:** Board of Pardons and Paroles, Waterbury, CT

**Job Posting No:** 092802

**Hours:** 1st Shift, Monday – Friday, 40 hours per week

**Salary:** \$86,813 - \$118,362

**Closing Date:** July 11, 2017

**This is a competitive classification that DOES NOT require candidates to have applied for and passed the PAROLE AND COMMUNITY SERVICES MANAGER exam. EXAMINATION IS NOT REQUIRED. Candidates MUST POSSESS the GENERAL EXPERIENCE and SPECIAL EXPERIENCE to qualify.**

**Eligibility Requirement:** Candidates must be a current DOC or BOPP employee meeting the general and special experience listed below. DOC or BOPP employees currently holding the above title or those who have previously attained permanent status may also apply.

**Knowledge, Skills and Abilities:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of methods of personal and social adjustment of offenders; considerable knowledge of regulations and procedures governing parole; knowledge of individual and social causes of delinquency; knowledge of sentencing law; knowledge of welfare resources; considerable interpersonal skills; considerable oral and written communication skills; ability to manage comprehensive parole programs; ability to oversee the supervision of offenders in community-based programs which facilitate successful offender reintegration; ability to interpret and apply relevant state and federal laws, statutes and regulations.

**General Experience:** Eight (8) years of experience in parole, probation, community supervision activities, correctional counseling or social work in a correctional or community setting.

**Special Experience:** Two (2) years of the General Experience must have been at the level of Parole Officer 2 or Correctional Counselor Supervisor.

**Substitutions Allowed:**

1. College training in corrections, counseling, criminal justice, human services, psychology, social work or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in corrections, parole, counseling, criminal justice, human services, psychology, social work or a closely related field may be substituted for one (1) additional year of the General Experience.

**Preferred Experience:** Preference will be given to those candidates who demonstrate superior knowledge and relevant experience with parole and pardon hearings, as well as violation and interstate proceedings.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class must possess and retain a current Motor Vehicle Operator license.
2. Incumbents in this class must be able to obtain certification to carry and use weapons including firearms and chemical agents.
3. Incumbents in this class must be able to obtain NCIC/COLLECT certification.
4. Incumbents in this class may be required to speak a foreign language.

**PHYSICAL REQUIREMENT:** Incumbents in this class must possess and retain sufficient strength, stamina, agility and endurance to perform all the duties of the class.

**CHARACTER REQUIREMENT:** In addition to the checking of references a thorough background investigation of each candidate may be made before names are certified for appointment.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to a considerable degree of danger of injury or assault by inmates, parolees or persons engaged in deviant behavior, from automobile or other accidents, communicable infectious diseases, disagreeable environmental conditions, confinement within a dangerous and volatile prison population and may be required to exert considerable physical effort such as working in tiring positions, lifting and restraining of offenders.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, their last two (2) performance evaluations and an Application for Employment [CT-HR-12](#) to:

**DEPARTMENT OF CORRECTION – HUMAN RESOURCES**  
**24 WOLCOTT HILL ROAD**  
**WETHERSFIELD, CT 06109**  
**HR SPECIALIST KATHY CALLAHAN**  
**[KATHY.CALLAHAN@CT.GOV](mailto:KATHY.CALLAHAN@CT.GOV)**  
**860-692-6825**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA), please contact Kathy Callahan at 860-692-6825.